

Ruth S. Ammon School of Education Graduate Applicant's Letter of Reference Form



Please return directly to:
Adelphi University
Office of University Admissions
One South Avenue
P.O. Box 701
Garden City, NY 11530-0701

Part A. To Be Completed By Applicant

Letter must be written by academic or professional reference. Letter from family/friend will not be accepted.

Name _____ Other Name(s) Used on Transcripts _____

Address _____
Street City State ZIP

Social Security Number* _____

*Your Social Security Number will be used by the Office of University Admissions for identification purposes only. The Social Security Number is used to ensure the proper identification of transcripts and other application materials that may arrive under a married or changed name.

Telephone Number _____

Please indicate the area of study you are applying for:

- | | |
|--|--|
| <input type="checkbox"/> Adolescence Education | <input type="checkbox"/> Early Childhood Special Education (B–Grade 2) |
| <input type="checkbox"/> Art Education | <input type="checkbox"/> Educational Leadership and Technology |
| <input type="checkbox"/> Bilingual Education | <input type="checkbox"/> Literacy Education |
| <input type="checkbox"/> Childhood Education | <input type="checkbox"/> Physical Education and Health Studies |
| <input type="checkbox"/> Childhood Special Education | <input type="checkbox"/> Secondary Education In-service |
| <input type="checkbox"/> Communication Sciences and Disorders | <input type="checkbox"/> Teaching English to Speakers of Other Languages |
| <input type="checkbox"/> Early Childhood Education (B–Grade 2) | |

I HEREBY WAIVE MY RIGHT OF ACCESS TO INFORMATION RECORDED ON THIS FORM AND ANY SUPPLEMENTARY SHEETS ATTACHED TO IT.

Signature _____ Date _____

Part B. Narrative—To Be Completed By Recommender (Please Attach a typewritten narrative to this form.)

Name _____

Signature _____ Date _____

Employer _____ Title _____

Address _____

Number of years you have known the applicant _____

In what capacity? _____

As the writer of this narrative, you are required to give a frank assessment of the applicant. The Committee on Admissions seeks your opinion regarding the applicant's character and personality and your judgment regarding the candidate's ability to master advanced study in his/her chosen field. Please respond to the following where applicable:

- Length and nature of your relationship with the applicant
- Information not likely to be available from other sources
- Applicant's unique abilities, strengths, and limitations
- Special personal qualities, capacities, and interests that distinguish this applicant from others

Instructions for candidates applying to the master's program in special education: The faculty of the special education department has identified five values or commitments we believe are required of a special education professional.

Please read the following list of values and the accompanying definitions or examples. We understand that you may not know the applicant well enough to address each of the five values below. **If you believe the candidate is above average or exemplary in one or more of these values, please provide detailed, explicit support for that belief. Conversely, if you believe the candidate displays behavior in opposition to any of these values, please explain in the narrative.** Please feel free to add any narrative comments that would help us to determine whether the applicant has the background and essential dispositions for success in their chosen field.

1. **Humanism/Compassion and Empathy** (respects individual differences, has a positive regard for the humanity of every child/family, a caring orientation, the ability to see the good in all children and families, and a helping perspective)
2. **Justice and Equity** (values diversity, exercises social responsibility, is advocating toward others, is fair-minded)
3. **Knowledge/Scholarship** (develops knowledge and skills and applies them, accurately assesses own strengths and weaknesses, is self-reflective, is committed to intellectual growth)
4. **Truth and Honesty** (demonstrates good character and the highest standards in personal and professional behavior, shows concern for ethical and moral issues—personal integrity)
5. **Freedom and Independence** (shows self-determination, respects/nurtures autonomy in others, values choice, is able to incorporate multiple perspectives)

Do not return this form to the applicant.

Please return this form and your typewritten narrative directly to:

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Adelphi University is committed to extending equal educational opportunity to all who qualify academically.